

## Direct Links to Instructions

Link directly to any instruction available on the CalATERS web site.

Instruction	Detailed	Quick	Demo
<b>Viewing Documents</b>			
Using Acrobat Reader		<a href="#">Quick</a>	
<b>Get Started &amp; New User Registration</b>			
Key Features		<a href="#">Quick</a>	
New User Registration	<a href="#">Detailed</a>	<a href="#">Quick</a>	<a href="#">Demo</a>
CalATERS Presentation			<a href="#">Demo</a>
<b>Travel Advance &amp; Expense Reimbursement</b>			
<b>Employee Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
Update Your Profile	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Assign a Preparer		<a href="#">Quick</a>	
Assign a Submitter		<a href="#">Quick</a>	
Create Travel Advance	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Misc. Actions Travel Advance Archive, Cancel, Delete and Change Forms	<a href="#">Detailed</a>		
Create Expense Reimbursement	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Specialized Account Coding	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Long Term Assignment	<a href="#">Detailed</a>		
Non-Travel (Overtime Meals, Personal Auto...)	<a href="#">Detailed</a>		
Misc. Actions Expense Reimbursement Archive, Cancel, Delete and Change Forms	<a href="#">Detailed</a>		
<b>Preparer Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
View User's Profile	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Create Travel Advance	<a href="#">Detailed</a>		
Create Expense Reimbursement	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Specialized Account Coding	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Long Term Assignment	<a href="#">Detailed</a>		
Non-Travel (Overtime Meals, Personal Auto...)	<a href="#">Detailed</a>		

Continued on next page.

Instruction	Detailed	Quick	Demo
<b>Travel Advance &amp; Expense Reimbursement (continued)</b>			
<b>Submitter Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
View User's Profile	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Create Travel Advance	<a href="#">Detailed</a>		
Misc. Actions Travel Advance Archive, Cancel, Delete and Change Forms	<a href="#">Detailed</a>		
Create Expense Reimbursement	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Specialized Account Coding	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Long Term Assignment	<a href="#">Detailed</a>		
Non-Travel (Overtime Meals, Personal Auto...)	<a href="#">Detailed</a>		
Misc. Actions Expense Reimbursement Archive, Cancel, Delete and Change Forms	<a href="#">Detailed</a>		
<b>Approver Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
View User's Profile	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Approve Travel Advance	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Misc. Actions Travel Advance Archive, Save and Returned Forms	<a href="#">Detailed</a>		
Approve Expense Reimbursement	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Misc. Actions Expense Reimbursement Archive, Save and Returned Forms	<a href="#">Detailed</a>		

Continued on next page.

Instruction	Detailed	Quick	Demo
<b>Travel Advance &amp; Expense Reimbursement (continued)</b>			
<b>Accounting Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
View User's Profile	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Approve Travel Advance	<a href="#">Detailed</a>		
Misc. Actions Travel Advance Archive, Save and Returned Forms	<a href="#">Detailed</a>		
Approve Expense Reimbursement	<a href="#">Detailed</a>		
Misc. Actions Expense Reimbursement Archive, Save and Returned Forms	<a href="#">Detailed</a>		
Travel Advance Administration	<a href="#">Detailed</a>		
<b>Help Desk Instructions</b>			
CalATERS Presentation			<a href="#">Demo</a>
CalATERS Work Flow and Forms Processing	<a href="#">Detailed</a>		
Forgot Your User ID or Password?		<a href="#">Quick</a>	
Work Queue Overview	<a href="#">Detailed</a>		
Profile Overview	<a href="#">Detailed</a>		
Change Your Password		<a href="#">Quick</a>	
Sign In Procedures and Access Problems	<a href="#">Detailed</a>		
Travel Advance Process	<a href="#">Detailed</a>		
Expense Reimbursement Process	<a href="#">Detailed</a>		
Direct Links to All Instructions on This Web Site	<a href="#">Detailed</a>		
<b>CalATERS Reports</b>			
CalATERS Reports Index	<a href="#">Detailed</a>		
How to Access CalATERS Reports	<a href="#">Detailed</a>	<a href="#">Quick</a>	
Change Your Reports Password		<a href="#">Quick</a>	